

**481—61.8(135C) Administration and staff area.** An administration and staff area shall contain space for the following:

1. Administrator's area;
2. Business area;
3. Social service area; (Exception 4)
4. Storage space for office equipment and supplies; (Exception 3)
5. Conference or training area; (Exception 3)
6. Staff lounge;
7. Staff toilet room with lavatory and water closet;
8. Activity director's area; (Exception 4)
9. Director of nurses' area; (Exception 2)
10. Food service supervisor's area; (Exception 4)
11. Reception and information counter or desk, which may be combined in the business area; and
12. An area for the safekeeping of coats and personal effects of staff. (III)

The size and location of an administration and staff area shall depend upon the number of licensed beds within the nursing unit. (Exception 6)